MEMORANDUM FOR:

**FROM** 

STATINTL

## 7 January 1977

Information Systems Analysis Staff

All Records Management Officers

	. Destruction of the Records
STATINTL	REFERENCE: dated 7 September 1976
	1. As you are aware, our "moratorium" ended on 10 December 1976. However, before any CIA records can be destroyed the following approval and clearance authorizations must be obtained:
	a. The Archivist of the United States must approve our "Request for Records Disposition Authority".
	b. The Senate Select Committee on Intelligence and the House Select Committee on Assassinations must review and clear our Records Control Schedules and also inspect the records prior to their destruction.
	c. Finally, the Agency Records Manage- ment Officer must obtain the concurrence of the General Counsel, Legislative Counsel, Inspector General and Information and Privacy Coordinator prior to the actual destruction taking place.
	<ol> <li>Pending the above approvals, reviews and clearances you should take whatever steps are necessary to see that no records under your control are destroyed.</li> </ol>
STATINTL	3. replacing and including the STATINTL above requirements, is in the process of being published.
· .	STATINTL
	Attachment: DD/A Memo 76-6386 dtd. 28 Dec. 76

Approved For Release 2002/08/15 : CIA-RDP86-00895R000100010058-0

DD/A Rogistry 76-6386

2 8 DEC 1976

MEMORANDUM FOR: Chief, Information Systems Analysis Staff

FROM

John F. Blake

Deputy Director for Administration

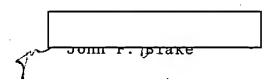
SUBJECT

Special Procedures Regarding the Destruction

of Records

STATINTL

- 1. The General Counsel has expressed concern that until which is now in the process of being coordinated, becomes effective, records may be destroyed before they have been reviewed by his office to determine "whether or not they are the subject of litigation or possible litigation or are of interest in matters under investigation by the Justice Department".
- 2. To preclude any such destruction from taking place, you should take whatever steps are necessary to see that no records under DDA control are destroyed prior to their being reviewed by the Office of General Counsel. In addition, you should also see that the records officers for the other Directorates are provided the above information.



STATINTL

**MEMORANDUM FOR** 

Deputy Director for Administration

FROM -

Anthony A. Lapham

General Counsel

SUBJECT

Destruction of Records Under

STATINTL

STATINTL

STATINTL

As you know, which has also been published in the		
Federal Register, provides for lifting the so-called moratorium on		
the destruction of records. It also provides that any records "that		
are identified by the General Counsel as the subject of litigation, or		
possible litigation, or as of interest in matters under investigation		
by the Justice Department, will not be destroyed without the prior		
approval of the General Counsel." An additional draft Notice,		
numbered is in process to implement various records des-		
truction steps, including the above quoted from Pending STATINTL		
issuance of that Notice and in order to discharge my responsibilities		
under that language, it is requested that you instruct the CIA Records		
Management Officer to take the necessary steps to make certain that		
any records proposed for destruction are made known to me so that I		
may "identify" whether or not they are the subject of litigation or possible		
litigation or are of interest in matters under investigation by the Justice		
Department. This will also enable me to determine whether or not any		
such records may be destroyed.		

Anthony A. Lapham